SCOTTSDALE COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE

Syllabus

Course Information

- Semester and Year: Fall 2026
- Course Title: College Mathematics Preparation
- Course Prefix and Number: MAT103
- Section Number: 18472
- Credit Hours: 3
- Start Date: 10/26/2026
- End Date: 12/18/2026
- Class Format: Online

Instructor Information

- Instructor: Tracey Baurichter
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- Phone: 480-423-6776
- Office Location: CM 422
- Office Hours: Tuesdays from 12:00 – 1:30 pm,
  Thursdays from 9:00 – 10:30 am,
  Online office hours are Mondays from 9 – 11 am

Course Description

Foundational knowledge of topics necessary for success in College Mathematics course. Emphasis on understanding mathematical concepts and their applications. Topics include number sense, proportional reasoning, numerical and algebraic expressions, linear equations, and representations of data.

Prerequisites and/or Corequisites

- None

Course Competencies

1. Utilize appropriate technology for problem solving.
2. Model, solve and interpret solutions to real world problems.
3. Identify, analyze, and express mathematical relationships in written problems.
4. Estimate and round numbers appropriately.
5. Convert between decimals, fractions, percents, and words.
6. Compute numerical expressions involving exponents and roots.

7. Apply the order of operations to numerical expressions involving integers and rational numbers.
8. Set up and solve proportion and percent problems.
9. Distinguish appropriate uses of additive and multiplicative reasoning.
10. Simplify linear expressions including combining like terms and applying the distributive property.
11. Solve linear equations.
12. Given multiple representations, identify corresponding input and output values and interpret their meanings in context.

General Education & Institutional Learning Outcomes

General Education provides foundational learning experiences that contribute to academic and career success. It is reflected in Scottsdale Community College's Institutional Learning Outcomes: Arts & Humanities Awareness, Career Readiness, Critical Thinking and Problem Solving, Effective Communication, Information Literacy, and Social Responsibility. In MAT 103, the focus will be on developing students' critical thinking and problem solving.

Program Learning Outcomes

Credit-bearing courses at Scottsdale Community College can count toward the completion of a degree or certificate program. Each program has Program Learning Outcomes, which are learned assets that students can claim to have acquired by completing their academic or occupational program at SCC. Program Learning Outcomes can be found on the Degrees and Certificates page of the SCC Website. For each degree, look under "What You'll Learn."

This course is a General Education course that is foundational to many degree programs. This course may fulfill a mathematics requirement for some programs, but not others. Please consult your specific degree or certificate program on the Degrees and Certificates page of the SCC website to ensure this course counts in your academic plan.

Texts and Course Materials

College Mathematics Preparation – Student Workbook - Version 1.2, October 2020

An Open Educational Resource created by math professors at Scottsdale Community College. The pdf of the text is included for free in the course website in MOER.

This course recommends a TI-84+ or TI-84 Plus CE (TI-83+ is acceptable) graphing calculator. Calculators are available to rent for $10 per semester on a first come, first served basis in the Media Center of the IT Building. Calculators with QWERTY keyboards or those which do symbolic algebra (such as the TI-92 or TI-89) are NOT allowed. You are expected to bring your graphing calculator to each exam. Your cell phone may NOT be used as a calculator during exams. Sharing of calculators during quizzes or exams is NOT permitted.

Course Policies

The following are policies specific to this course. Students are also responsible for the college policies included on the Student Regulations page of the Maricopa Community College District website.

General Conduct Policy

Students are expected to conduct themselves in a responsible, mature, and academically honest manner. Be honest in everything you do. Do not present someone else's work as your own, including work that you find on other Internet sites or through AI. Any student caught violating these policies on an assignment/exam will receive a grade of zero for that assignment/exam and will be subject to disciplinary action, including a report to the College and possible class withdrawal, in accordance with SCC policies.

Class Drop Policy

If you realize right away that this class is not for you, you will need to drop the class as soon as possible in order to receive a full refund. Check the Academic Catalog (https://www.scottsdalecc.edu/catalog) for these important dates. You are responsible for dropping within the appropriate window to obtain a refund if you decide that is what you want to do.

Your instructor may drop you from the class for failing to complete required orientation assignments on time. Create your MOER account and check your MOER course calendar for details related to orientation assignments for this class.

Class Withdrawal Policy

This is not a self-paced class. You have assignments and due dates and must make regular and consistent progress on course work and assignments. *If you miss a test deadline you may be withdrawn so be sure to stay in touch with your instructor. Students that stop participating and fail to respond to instructor MOER communication may be withdrawn from the class. Students that miss Exam deadlines may also be withdrawn.*

Students can request to withdraw from this class (with a grade of W) at any time prior to Monday, December 7th.

If a student withdraws or is withdrawn from the course, the instructor is required by law to report last day of attendance (LDA). This date is based upon actual work that is submitted and/or communication with the instructor about the class.

Attendance Policy

Attendance in an online class means checking in to MOER and completing assignments and other work on time or ahead of schedule. *Students who do not complete any assignments over the course of an entire lesson may be withdrawn from the course for non-attendance. In addition, failure to work in the course in MOER for 5 consecutive days may result in being withdrawn from the course.*

Instructional Contact Hours and Minimum Course Expectations

Instructional contact hours are the weekly time students spend directly learning with their instructor or course activities. These activities include, but are not limited to, lectures, discussions, labs, group work, and viewing recordings. Instructional contact hours vary by course; refer to the MCCCD course bank for your course's details. For this 8 week, 3 credit class, expect to spend at least 6 hours weekly on instructional contact hours.

Minimum course expectations include the number of hours students are expected to spend outside of class (weekly) completing coursework. Students are encouraged to use the Time Management Calculator to help estimate their weekly time commitment for classes. For this 8 week, 3 credit class, expect to spend at least 12 hours weekly completing homework assignments and tests.

Course Technologies

View the Accessibility Statements & Privacy Policies of the technologies used in this course. The SCC Help Desk provides students with a primary point of contact within SCC for college-supported technology services and technical assistance.

Maricopa Systems

This course uses key Maricopa systems for course management and communication.

- Student Maricopa Gmail Account
- Maricopa Open Educational Resource Learning System (MOER)
- Note that Canvas is not utilized in this course other than to provide access to college resources and information

Synchronous Communication Tools

This course does not have a synchronous component. If you meet with your instructor, you may be asked to utilize one of the technologies below:

- WebEx or Google Meet

Streaming Media/Audio/Video Tools

This course delivers video lectures through YouTube, and/or other streaming media services.

Generative Artificial Intelligence (AI) Policy

The World Economic Forum defines generative AI as "a category of artificial intelligence (AI) algorithms that generate new outputs based on the data they have been trained on. Unlike traditional AI systems that are designed to recognize patterns and make predictions, generative AI creates new content in the form of images, text, audio, and more."

Some examples of generative AI tools include but are not limited to: ChatGPT, Google Gemini, Microsoft Copilot, Stable Diffusion, GrammarlyGo, and Adobe Firefly.

No Generative Artificial Intelligence (AI) Allowed

In this class, all work submitted must be your own. The use of generative AI tools will be considered academic misconduct (see Administrative Regulation 2.3.11 1.B(b)) and will be treated as such. If you are unsure if the tool or website you are using is a generative AI tool, please contact the instructor for further clarification before using the tool or website.

Academic Integrity Violation and Penalties

If it is determined by the instructor that a student has used AI or other resources that are not allowed during an assignment or an exam, the incident will be reported to the College, and the student will receive a 0 on the assignment and/or be required to complete the assignment or exam at an in-person proctored setting on paper.

Grading Standards and Practices

Grade Scale

Table 1 Course Grading Scale

Letter Grade	Points Range
A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	0 – 59%

Assignments

Table 2 List of Assignments

Assignment Category	Percent of Grade
Orientation Modules	Total of 5%
Lesson Video Assignments	Total of 5%
Lesson Online Homework and Exam Reviews	Total of 15%
Lesson Tests (6 Tests)	Total of 15%
****Exams (Midterm and Final)**	Total of 60% (30% each)
TOTAL:	100%

**Exams in this class occur after lessons 3 and 6 and cover 3 lessons worth of content. Exam dates are firm, and prior to the exam students must complete the Online Review assignment for that exam. Exams in this class are in person, on the SCC campus. Students who are unable to attend the exam date/time as posted in MOER can contact the instructor *AT LEAST ONE WEEK IN ADVANCE* to make other in person exam proctoring arrangements. Exams not taken by the due date *MAY* be allowed a make-up, depending on circumstances and documentation. If a make-up exam is allowed, it may be assessed a late penalty of 20%. Any exams not completed by 3 days past the due date will be given a score of 0.

No late work is accepted.

Student/Instructor Interaction

In this course, you can expect regular and substantive interaction (RSI) that aligns with Scottsdale Community College's mission to provide challenging and supportive learning experiences and the US Department of Education's requirement for regular and substantive interaction (RSI) for online courses. My commitment to your success includes the following:

- Being available for help by appointment.
- Sharing weekly information about the course materials, including key information, explanations, examples, and resources via recorded, and/or text-based lectures.
- Engaging in discussions about course content within forums in MOER.
- Promptly responding to student questions about the course sent via email, or MOER messaging.
- Regularly posting announcements about the course content and activities.

Response Time

Students can expect a response time of **24 hours** for the instructor to respond to messages sent via MOER, the Canvas Learning Management System or @maricopa.edu email. This includes business days only (M-F). Students can expect assignments to be graded within **one week** of the assignment's due date.

Tutoring

SCC's tutors are available online to help with your courses. You may work with an SCC tutor remotely using Google Meet, your phone, or email. Visit the Tutoring & Learning Centers page for detailed information on the five learning centers' hours and procedures.

Free tutoring, calculator assistance, and computers are available through the Math/Science Tutor Center (https://www.scottsdalecc.edu/students/tutoring/math). You will need to know your SCC student ID number in order to sign in.

If you need to work with a tutor outside regular hours, online and hybrid students now have access to a 24/7 online tutoring service called Brainfuse. To access Brainfuse and begin working with a tutor, visit the SCC Online Tutoring Services Through Brainfuse page.

MCCCD Policies

MCCCD is committed to providing a safe, fair, and accessible environment for all students. This includes laws such as the ADA and Title IX, which protect against discrimination. These statements explain your rights, available support, and where to go for help or more information. Please review the following policies:

Classroom Accommodations for Students with Disabilities

In accordance with the Americans with Disabilities Act (ADA), the Maricopa County Community College District (MCCCD) and its associated colleges are committed to providing equitable access to learning opportunities to students with documented disabilities (e.g. physical, sensory, neurological, chronic illness, mental health, learning disabilities, or other health concerns). If you require accommodations for this course, please contact Disability Resources and Services (DRS) at your college.

Contact with DRS should be made as soon as possible to ensure academic needs are met in a reasonable time. Additional information can be found in the Non-Discrimination Statement and MCCCD Non-Discrimination Policies.

Addressing Incidents of Title IX Sexual Harassment

Students are responsible for the information contained in this syllabus, the Syllabus page in your Canvas course and the information found in the **SCC Student Resources** page of your Canvas course. Students will be notified by the instructor of any changes in course requirements or policies.